

TITLE & REGISTRATION TECHNICIAN  
DMV Offices  
Salt Lake, South Jordan

Entry: \$9.28  
Variable Schedules  
Contact: [taxjobs1@utah.gov](mailto:taxjobs1@utah.gov)

Seasonal Positions  
No Benefits

DUTIES OF POSITION

Process applications for Utah title and registration; verify proof of ownership; clear sales, use and property taxes, explain tax, fee, safety inspection, insurance, emission and odometer requirements. Examine all documents submitted by the taxpayer to verify applicability, legibility, completeness, accuracy and consistency of information from one document to another. Provide information to law enforcement agencies, the public, business and governmental entities concerning laws, rules and regulations governing the issuance of licenses, titles and registrations.

REQUIRES:

Knowledge of general office procedures; business math; motor vehicle laws, rules, and USTC policies and practices. Prefer experience in cashiering, computer skills, customer service and some work with documents checking for accuracy and completeness.

Ability to read, interpret and apply motor vehicle laws, rules and USTC policies; communicate effectively with public, provide service to the public in professional and courteous manner; organize and prioritize work; accurately handle and account for cash transactions; operate computerized cashier system, access and input data using a standard keyboard.

If you wish to be considered, submit a copy of your resume to Jan Hebert, phone: 801/297-3810 , fax 801/297-3835) or e-mail to [taxjobs1@utah.gov](mailto:taxjobs1@utah.gov), as soon as possible.